

**U.S. Department of Energy
Office of Environmental Management (EM)
Standard Operating Procedures (SOP)**

Title: Action Tracking Tool in the Office of Project Management Oversight (EM-53)
Portal Community

EM ORG: EM-53 SOP #:001 Revision #: 0 Effective Date: September 21, 2009

1. **POLICY:** This Environmental Management (EM) procedure is the procedure identified to track action items assigned by the Director of EM-53.
2. **OBJECTIVES:** The objective of this SOP is to facilitate the tracking of items that have been assigned that require tracking.
3. **CANCELLATIONS:** None
4. **APPLICABILITY:** The provisions of this procedure will apply to all EM-53 Headquarters (HQ) personnel.
5. **REFERENCES**
 - a. Action Tracking List in the EM-53 Portal Community.
6. **CONTACT:** Office of Project Management Oversight at 301-903-5747
7. **ROLES AND RESPONSIBILITIES:**
 - a. Assignee – Responsible party for the action item, status updates, and providing all documentation to the Action Tracking Coordinator.
 - b. Action Tracking Coordinator – Responsible for entering all items on the Action Tracking list as well as closing out the items.
 - c. Backup - Reports to the Assignee as the backup to assist in performing the tasks needed to complete the action item.
8. **PROCEDURES:**
 - a. An action is generated by the Office Director, who will notify the Assignee of the action being assigned to them. The Assignee will provide the Action Tracking Coordinator with the following information:
 - a due date if not specified by the Office Director,
 - a descriptive action title that is clearly understood by others,
 - the action's initiating and supporting documentation, and
 - contractor's name for the task if a backup is appointed.

- b. The Action Tracking Coordinator posts the action to the Action Tracking System on the Portal along with any attachments that the Assignee and Office Director has provided. Once the task has been added to the Action Tracking List, both the Assignee and the Backup will receive an automated notice from the Portal with the ID action tracking number.
- c. The Assignee/Backup is responsible for updating the status of the Action item. Status updates should begin with the posted date. All documents posted must follow the file naming convention of mm/dd/yy and filename.
- d. When the Action Item is completed, the Assignee will obtain approval from the Office Director to close the action. The Assignee should then notify the Action Tracking Coordinator and provide all final supporting documentation for closure. The Action Tracking Coordinator will close the Action Item which will then be automatically archived.

Approved by: Lowell Ely

Signature: _____

Name & Title: Lowell Ely, Director, Office of Project Management Oversight, EM-53

Date: _____

9/24/09